



Headquarters Policy Flash

FLASH 2000-21

DATE: August 22, 2000
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-51
Office of Procurement and Assistance Management

SUBJECT: A. Multiple Award Contracts (MAC), Governmentwide
Agency Contracts (GWAC), and Federal Supply
Schedules (FSS)
B. Site Utilization and Management Planning

This Flash transmits a summary of 2 recently issued Acquisition Letters.
They can be viewed in their entirety and printed at
<http://www.pr.doe.gov/acqltr.html>

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(AUGUST 22, 2000)

A. Multiple Award Contracts (MAC), Governmentwide Agency Contracts (GWAC), and Federal Supply Schedules (FSS) (AL-2000-07)

This Acquisition Letter highlights proper procedures and best practices for the Department's contracting personnel to follow in awarding and/or ordering from Multiple Award Contracts (MAC), Governmentwide Agency Contracts (GWAC), and the Federal Supply Schedule (FSS).

All three of these streamlined acquisition vehicles offer unique advantages to program and procurement personnel in fulfilling a wide range of their procurement requirements. The AL also provides guidance on using these vehicles to maximize the participation of small businesses as prime contractors in the definition of DOE requirements.

The AL also:

- Provides DOE contracting personnel with ways to avoid some of the problems that have become evident in the Government-wide use of MACs, such as inadequate competition and improper use of fair opportunity exceptions.
- Identifies some of the major advantages of using MACs, such as faster delivery and leveraged buying power.
- Gives Contracting Officers best practices to ensure that fair opportunity exists for all awardees under MACs.
- Identifies recent changes to the FAR on MAC policy and procedures.
- Provides numerous websites to get information on GWACs and the types of services and products available to all Federal agencies.
- Summarizes the ordering procedures for FSS buys, and identifies the type of supplies and services available through this streamlined acquisition vehicle.
- Highlights how Contracting Officers can increase their small business contracting through the use of MACs, GWACs, and the FSS.

The MA-51 point of contact for this AL is Kevin Smith, who may be reached at 202-586-8189, or at kevin.m.smith@pr.doe.gov

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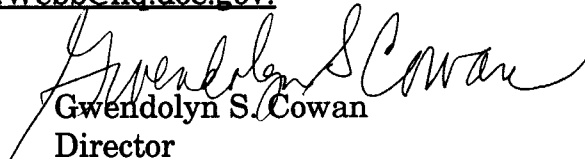
B. Site Utilization and Management Planning (AL-2000-08)

Acquisition Letter 2000-08 requires that certain described information about a DOE site, its mission, budget, and contracting strategy be available at the time of the planning for a new major requirement as an aid in acquisition planning. Cognizant Secretarial Officers (CSO) are responsible to assure that the information is available and, where a site has more than one CSO, they must cooperate among themselves and with other programs having a presence at the site.

The information is not required in a specific report or in a specific format and may be extracted from other existing sources. There is no intention to duplicate existing processes or planning. The information must consider the mission of the site over the next ten years with decreasing degrees of specificity. The Information is to be concurred in by the head Program Secretarial Officer, CSOs, and other DOE missions at the site. It should also be reviewed by the Deputy Secretary in his role as the Department's Chief Operating Officer. In the absence of compliance with the requirement for this information, contracting officers are not authorized to the contemplated award.

It is important to note that DOE contracting officers are not authorized to award or extend contracts subject to the AL either competitively or noncompetitively or through the exercise of an option, unless the requirement is derived from, and the acquisition strategy is consistent with, site utilization management information approved by senior management.

The MA-51 point of contact for this AL is Robert Webb, who may be reached at 202-586-8264, or at Robert.Webb@hq.doe.gov.


Gwendolyn S. Cowan
Director

Attachment

cc: PPAG Members